

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Division of Teaching and Learning Programs and Services
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
25 Industrial Park Road
Middletown, Connecticut 06457-1543

TO: Child and Adult Care Food Program (CACFP) Day Care Home Sponsors

FROM: Maureen Staggenborg, Director
Child Nutrition Programs

DATE: June 28, 2005

SUBJECT: **Operational Memorandum #15H-05CACFP Updates:**

1. Income Eligibility Applications
2. Letters to Parents/Providers for 2005-2006
3. Income Guidelines for 2005-2006
4. List of Other Categorically Eligible Programs
5. Special Supplemental Nutrition Program for Women, Infants and Children (WIC)
6. Parental Notification Requirement

1. ***Income Eligibility Applications*** are enclosed. In accordance with program regulations, income eligibility applications for the Child and Adult Care Food Program (CACFP) collected from parents/households are current for a 12-month period. The application forms are to be used to make copies for the program. It is allowable to customize the forms to meet program needs, however, the content may not be changed
2. The sample ***Letters to Parents/Providers*** containing the 2005-2006 income guidelines for reduced price meals are enclosed. The letters must be distributed to parents/households with the appropriate income eligibility application. The two-page format allows the form to be used from year to year with only the reduced income guidelines updated annually. *Eligibility determinations made prior to July 1, 2005 must be made using the guidelines in effect at the time the eligibility determination is made.*
3. The ***Income Guidelines*** effective July 1, 2005 to June 30, 2006 are enclosed. These are for use by sponsors **only** to determine income eligibility categories and are **not** distributed to parents or households.
4. The lists of ***State and Federal Categorically Eligible Programs*** are reissued without changes. There are no additional state programs, which meet the eligibility criteria. Be reminded that this “expanded” categorical eligibility only pertains to the households of children enrolled in tier II homes. Participation in these programs may **not** be used to classify a day care home as tier I, nor for qualifying provider’s own children for reimbursement.
5. ***WIC Information Distribution.*** Updated information about the WIC Program is enclosed for use in meeting the ongoing requirement for WIC outreach through the CACFP. Regulations require Child Nutrition agencies to provide information concerning the WIC Program to each CACFP group and family day care home on an annual basis. The information is, in turn, to be distributed to the parents of children at the time of CACFP enrollment.

Sponsors may choose to mail this information directly to parents/guardian of new enrollees upon receipt of the new enrollment document from a provider. Another option is to provide a sufficient supply to each provider to distribute to the parent/guardian of each new CACFP enrollee. The information includes:

- A basic explanation of the benefits and importance of the program;
- Information about how benefits may be obtained; and
- Eligibility standards for WIC.

These materials have been revised to reflect current information and eligibility guidelines. The updated WIC information must also be given to each provider for posting in his/her home to allow parent/guardian of existing participants to be informed of the current eligibility requirements and income eligibility guidelines.

6. ***Parental Notification Requirement.*** The Agricultural Risk Protection Act of 2000 (Public Law 106-224) requires day care homes to inform parents or guardians of children enrolled about program benefits. Notification must be provided on an ongoing basis as new children are enrolled in the CACFP. Note that this distribution requirement is now incorporated under *Rights and Responsibilities of the Day Care Home Provider* in the Sample Agreement Between Sponsoring Organization and Day Care Home Provider-2005 Revision.

The “Building for the Future” flyers previously distributed in Spanish and English meet the notification requirement if they are completed with the sponsor name and telephone number in addition to the existing State agency contact information. *Flyers distributed without the sponsor and State agency contact information do not meet the parental notification requirement.* Additional copies of the flyer are available upon request. Translations include: Russian, Khmer, Laotian, Hmong, Thai, Japanese, Mandarin Chinese, Portuguese, Haitian Creole, and Vietnamese.

If there are questions regarding the issues addressed in this memorandum, contact Maureen Staggenborg at 860-807-2070 or Susan Bohuslaw at 860-807-2073.

Encl.

K/CNPmemos/2005/CACFP/Homes2005/OM#15H-05 (6-27-04) Income Eligibility Guidelines.doc